

THE TULALIP TRIBES
Public Works Division
Job Description

JOB TITLE: Sanitation/Environmental Coordinator

JOB NUMBER: TTT-013-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces Tribal and Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Must be able to commit to strive for a successful employment history with Tulalip Tribes or other outside businesses

EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent (**Please Attach Documents**)
- ☐ Certification in Freon Disposal, Hazmat Training, CDL, and Flaggers Certification. **if applicant does not have requirements will have up to one working year of employment to receive certifications upon hire.*

SKILLS:

- ☐ A working understanding of environmental issues.
- ☐ Knowledge of the principles, practices, material and operating procedures pertaining to solid waste and recycling.
- ☐ Knowledge of the applicable health and safety hazards and precautions connected with solid waste and recycling collection.
- ☐ Knowledge of various equipment used in solid waste and recycling collection.
- ☐ Ability to apply for and obtain government grants for additional funding of projects.
- ☐ Must have good communication skills both verbally and written.

EXPERIENCE:

- ☐ Two to Three (2-3) years experience working with solid waste, recycling, and environmental clean up.
- ☐ Must have the ability to operate dump trucks as well as tow trucks.
- ☐ Class B CDL *preferred*

OTHER REQUIREMENTS:

- ☐ Must have a valid Washington State Drivers License proof of valid car insurance and a reliable vehicle (**Please Attach Documents**)
- ☐ Must be flexible to respond to tribal needs at all times.(Nights, Weekends, and Holidays).
- ☐ Must have a successful work history with the Tulalip Tribes and other previous employers.

Physical Characteristics and/or Prerequisites:

- ☐ Ability to lift 25 pounds or more on a continuous basis.
- ☐ Ability to perform frequent strenuous physical labor.
- ☐ Ability to operate large trucks in close quarters.
- ☐ Must be able to walk in a variety of terrain.
- ☐ Ability to climb stairs frequently
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.

Tribal Department: Garbage

Employee Classification: Non-Exempt

Job Summary: This position requires a working knowledge of recycling programs as well as solid waste collection and disposal procedures. Responsible for locating and cleaning up illegal dumpsites and environmental hazards.

Employee Reports To: Public Works Director

Extent of Job Authority: This position is responsible for the supervision of staff to ensure that efficient and safe pick up of refuse. Coordinates and implements recycling programs, solid waste management programs and environmental projects. The Sanitation/Environmental Coordinator has frequent contact with the general public, contractors, vendors and the Tribal Solid Waste Advisory Network. This individual must establish and maintain effective working relationships with all contacts. Must maintain Professionalism,

enthusiasm, and strong communication with all contacts. Must have good communications skills; requires a calm demeanor in responding to customer questions and/or complaints, and dealing with the general public in everyday activities.

Specific Duties Performed:

1. Coordinates collections with the community and all Tribal agencies within a reasonable time frame.
2. Works frequently with other departments within the Tulalip Tribes and with representatives of other agencies regarding environmental and recycling projects.
3. Deals with all aspects of solid waste on the Tulalip Reservation including garbage, recycling, waste reductions and household hazardous waste.
4. Coordinates other environmental projects as directed by the Executive Director of Maintenance and Resources Department.
5. Applies for appropriate contracts/grants and administers contracts/grants received.
6. Investigates and responds to reports of illegal dumpsites within the boundaries of the Tulalip Reservation.
7. Participates in appropriate regional forums on waste reduction and recycling.
8. Coordinates a collection event each spring for yard and garden waste and collection each fall for hard to recycle items.
9. Submits monthly log of all items collected and disposed of.
10. Coordinates with outside agency and vendors for disposal of hazardous materials and abandon vehicles.
11. Demolition of mobile homes as well as abandoned buildings.
12. Prepare all refuse for recycling as well as disposal.

Term of Employment: This is a regular Full-Time Position requiring 40 hours per week or 2080 hours a year.

Pay Range: \$23.96-\$33.71 Per Hour

Opening Date: January 23, 2007

Closing Date: February 6, 2007 @ 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.